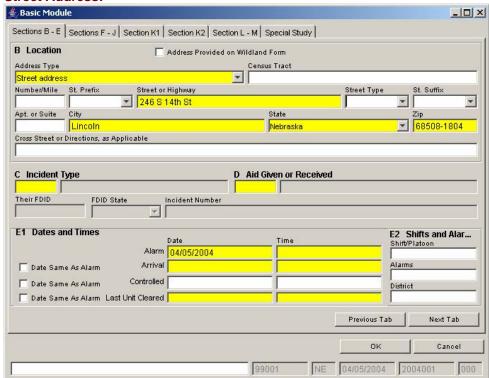# Entering Addresses in NFIRS 5.0

The following screen shots will show the right and wrong way to enter addresses on the Basic Module in NFIRS 5.0. The screens are from the Data Entry Tool but vendor software should be similar to these. The addresses are entered the way they are so that locations can be plotted using GIS software. The City, State and Zip Code are always required. If you have any questions, please contact Lori Loyd, (402) 471-9472 or lori.loyd@sfm.ne.gov or Cathy Wann at (402) 471-9479 or cathy.wann@sfm.ne.gov .
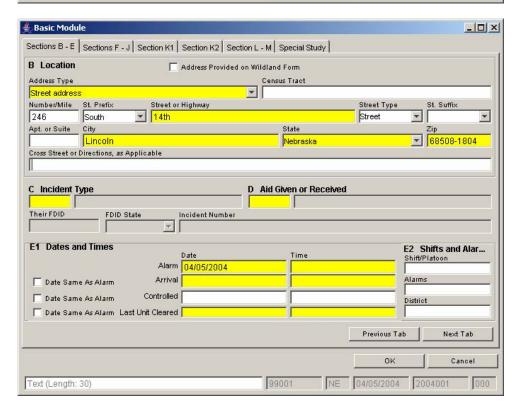
The first step in entering addresses is to select the Address Type – Street Address, Directions, Intersection, etc. This determines how the information is to be entered and the required fields turn yellow based on this selection.
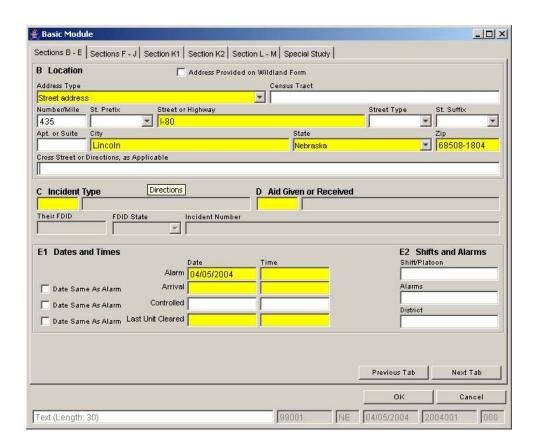
Street Address:

This example on the left shows the **wrong** way to enter the address. It is easy to make the mistake since only the Street or Highway field is in yellow. This is the minimum part of the Street Address that is required.

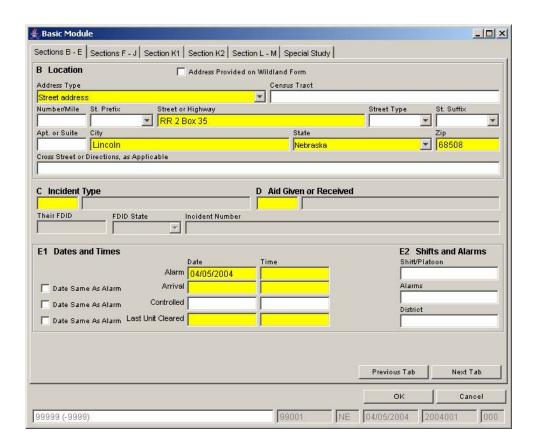See the example below for the correct way to enter a street address.

This is the **correct** way to enter a street address. Note the information is broken down between the fields. The building number (246) is entered in the Number/Mile field, South is entered in the Street Prefix field, the street name (14th) is entered in the Street or Highway field and the Street Type (street) is entered in the Street Type field.

If the incident occurred on a highway or the interstate at a certain mile marker, this would be the correct way to enter the location.
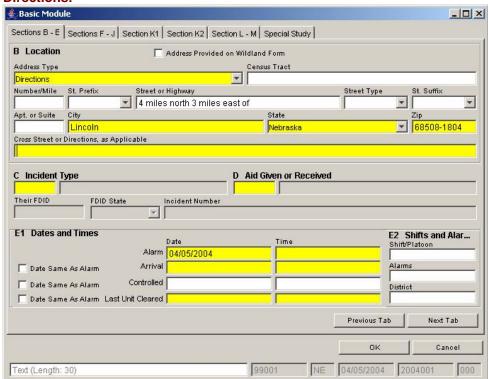

Although the address is normally written 99999 Highway 34, to enter it into NFIRS, please enter as shown at the left.
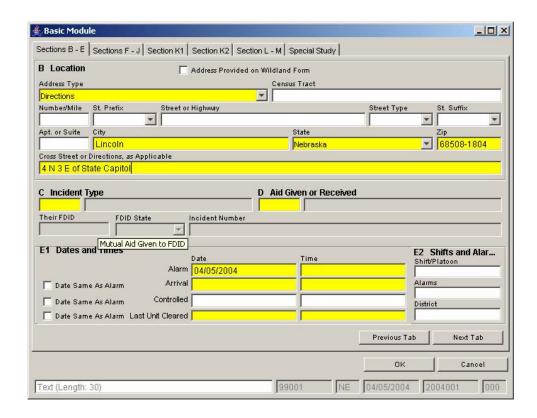
If the address is a rural route, the example on the left shows the correct way to enter the information. Instead of entering the address this way, you could choose to enter directions instead.
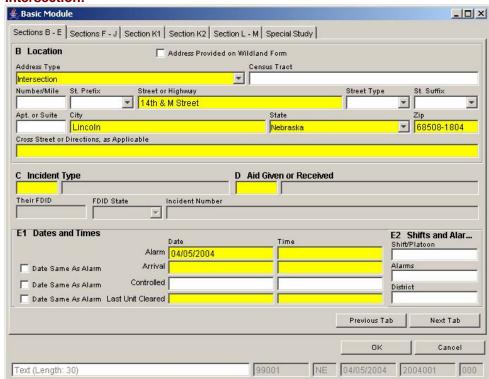
Directions:

The example on the left shows the **wrong** way to enter directions to an incident. The information is entered in the Street or Highway field even though it is not highlighted. When this report is saved a critical error will result, as there is no information entered in the highlighted field, Cross Street or Directions.
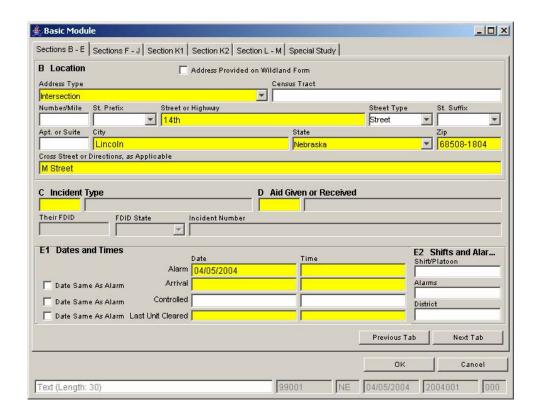

This example shows the **right** way to enter directions. It would also be acceptable to enter descriptions such as City Park or Lancaster County (for weather watches) in this field. However, directions or a legal description is preferred.

Intersection:

This is the **wrong** way to enter an intersection. When entering an intersection, one street or highway needs to be entered in the Street or Highway field and the other in the Cross Street or Directions field. If both streets or highways are entered this way, a critical error will result.

This is the **right** way to enter an intersection. One street is entered in the Street or Highway field and the intersecting street is entered in the Cross Street or Directions field.